MICROSOFT EXCEL 2016

ONE DAY TRAINING COURSE

COURSE OVERVIEW

This comprehensive training will enable the participants to use Microsoft Excel in multiple ways to perform their work more quickly, efficiently and accurately.

They will learn sophisticated, advanced & professional ways to generate professional reports & dashboards, unleash the power of excel hidden & obscure feature.

COURSE OVERVIEW

This will be the best opportunity for all the participants to get the answers of real time MS excel queries, reporting problems & analysis techniques.

Participants will also learn the tools to analyze and present business performance to the higher management in a more efficient way for better decision making.

ONE DAY | 0900 - 1700 HRS
USD 1,500.0 / SESSION
15 PARTICIPANTS

COURSE CONTENT

Module 01 – Working with "Excel Table"
Module 02 - Managing and Analyzing Data to Provide Better Business Answers
Module 03 - Advanced Data Formatting Technique
Module 04 – Understanding and managing multiple Worksheets and Workbooks
Module 05 – Highlighting Data Anomalies with Conditional Formatting

COURSE CONTENT

Module 06 – Summarizing Business Information
Condensing and refining data with Pivot Tables
Module 07 - Creating Powerful Dynamic Charts and Graphs
Module 08 – Automating Tasks Using Macros
Module 09 – Interactive
Module 10 – Advanced Formulas and Functions Dashboard Designing